

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
OFFICE OF THE DISTRICT COURT EXECUTIVE
THE DANIEL PATRICK MOYNIHAN UNITED STATES COURTHOUSE
500 PEARL STREET, ROOM 820
NEW YORK, N.Y. 10007-1312

COURT NOTICE TO THE BAR

July 11, 2011

CONTACT

Clerk of Court
(212) 805-0136

NEW PROCEDURES FOR FILING PRO HAC VICE MOTIONS

As of July 15, 2011, the procedure for the filing of pro hac vice motions has changed. The motion is to be filed in the traditional manner on paper—the case number followed by the Judge's initials and "ECF CASE" must appear in the case caption—and the appropriate fee paid to the Clerk of Court.

In addition, within 24 hours of the filing of the pro hac vice motion, the filing party is required to e-mail a PDF-A copy of the motion, including copies of certificates of good standing to:

For cases assigned to a Manhattan Judge, e-mail to:
`pro_hac_vice_motions@nysd.uscourts.gov`

For cases assigned to a White Plains Judge e-mail to:
`wpclerk@nysd.uscourts.gov`

The subject line of the e-mail and name of the PDF-A file is to contain the case number followed by pro hac vice motion (e.g., "Re: 01cv1234 KMW-Pro Hac Vice Motion for John Doe.") Failure to do so within 24 hours will delay adding your pro hac vice motion to the computerized ECF docket.

Please reference the Court's ECF Filing Rules and Instructions on the court's website at www.sdnj.uscourts.gov.

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